

How to correct settings when punches are on the wrong day for most employees

195 [Frank Mateo](#) Tue, Jul 19, 2011 [Time Guardian Series \(TG 5.x, TG Plus 2.x, TG Pro 4.x\)](#)
0 4823

AMANO.

Introduction

**The below steps will correct the issue of punches are on the wrong day for most employees.
Applies to Time Guardian 5.x, Plus, and Pro 4.x.**

Verify the payclass assigned to the employee by...

1. Going to daily activities
2. employees
3. open the employee
4. go to assignments
5. verify payclass used

Update the payclass so punches will be on the correct day...

1. Go to edit
2. setup wizard
3. payclass tab
4. click on payclass
5. verify the name is the payclass used otherwise use the drop down on the top to select
6. check the "do employees work pass midnight" setting
7. select before midnight
8. uncheck the "do employees work pass midnight" setting
9. save
10. verify in the timecard is now correct

Note: For employees working 3rd shift or grave shift schedule/hours, they will need this setting enabled but the day change time will normally be 11:00AM.

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

Amano Cincinnati, Inc. reserves the right to make equipment changes and improvements which may not be reflected in this article. Portions of this article may have been updated to include the latest hardware or firmware version, if applicable. Amano assumes no liability for errors and/or omissions. If you should find any errors or unclear information, please notify Amano by posting a comment.

Customer Support Information	Call toll-free in the U.S.: 800-253-9836 (outside U.S. call 973-364-0294) or Fax: 973-364-1091 Mailing address: Amano Cincinnati, Inc., 140 Harrison Ave., Roseland, New Jersey 07068 Web site: www.amano.com/time • E-mail: support@amano.com
---	---

Online URL: <http://tkb.amano.com/article.php?id=195>